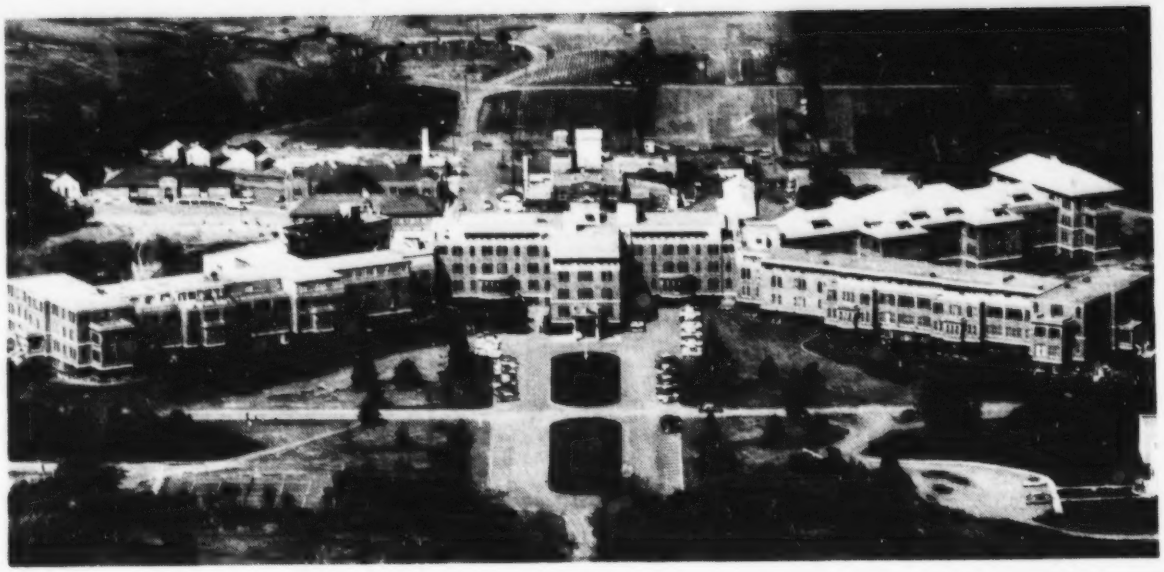
Annual Report

SOURIS VALLEY REGIONAL CARE CENTRE

1987-1988



SOURIS VALLEY REGIONAL CARE CENTRE

SOURIS VALLEY REGIONAL CARE CENTRE

Box 2001
Weyburn, Sask.
S4H 2L7

June 1988

Honourable Mr. George McLeod,
Minister of Health,
3475 Albert Street
T.C. Douglas Building
REGINA, Saskatchewan
S4S 6X6

Dear Mr. McLeod:

It is my pleasure to present to you, the Annual Report of the Souris Valley Regional Care Centre.

This report covers the period April 1, 1987 to March 31, 1988.

Respectfully submitted,

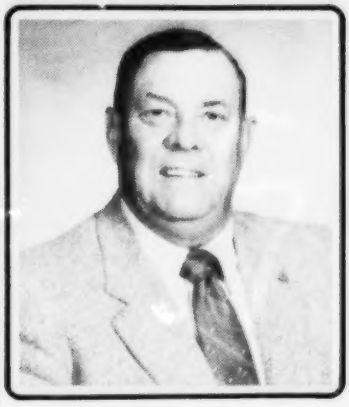
Mildred Lang

Mrs. Mildred Lang,
Chairman of the Board,
Souris Valley Regional Care Centre.

Members of the Governing Board 1987-88

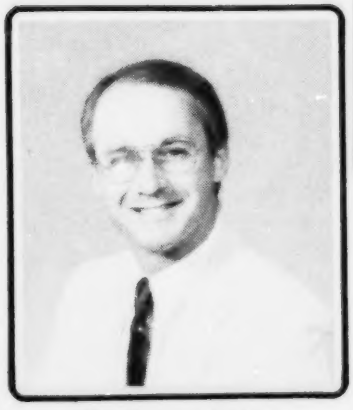
Mrs. M. Lang
Chairman
Stoughton

Mrs. B. Nixon
Vice-Chairman
Weyburn



Mr. O. Storlie
Lampman

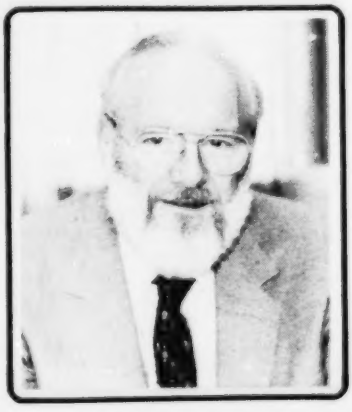
Mr. J. Pick
Macoun



Mr. Duncan Fisher
Regina

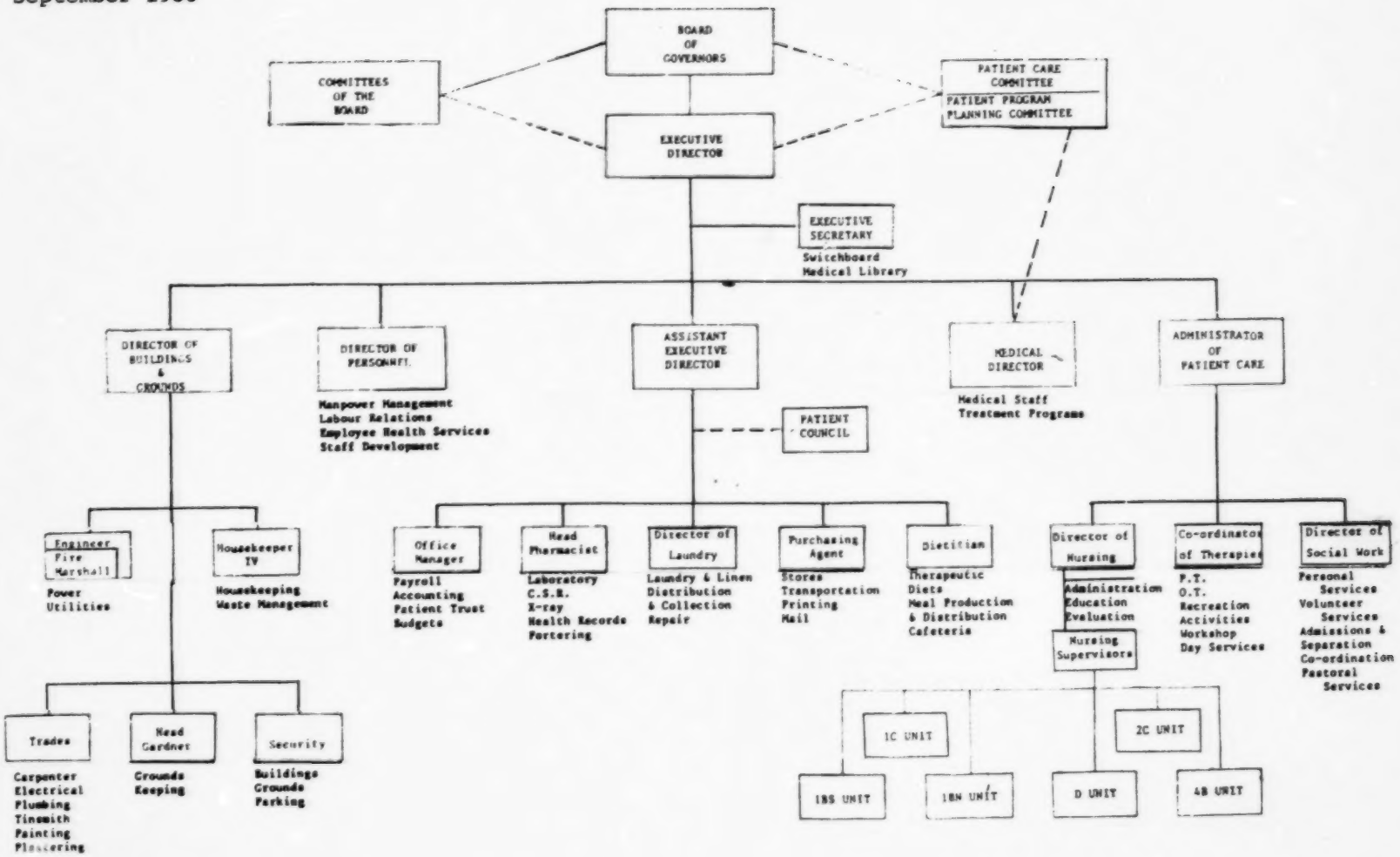
EXECUTIVE COMMITTEE:

Mrs. M. Lang
Mrs. B. Nixon
Mr. J. Pick
Mr. P. Boyle



Mr. P. Boyle
Executive Director

Souris Valley Regional Care Centre
Organization Chart
September 1986



P.G. Boyle — Executive Director

The year 1987 was a relatively quiet one for the Centre. Much effort was directed at evaluation of services and practices and effective reallocation of resources to meet increased demands in a time of constraint.

A new member was appointed to the Board of Governors, Mr. Duncan Fisher from Regina, and member Mrs. Brenda Bakken resigned.

An outbreak of "scabies" in August placed a great burden on the medical, nursing, housekeeping and laundry staff for several months before it was eliminated completely.

Auditor's Report

To the Members of the Legislative Assembly
Province of Saskatchewan

I have examined the balance sheet of Souris Valley Regional Care Centre as at March 31, 1988, and the statements of operations, equity and changes in financial position for the year then ended. My examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as I considered necessary in the circumstances.

In my opinion, these financial statements present fairly the financial position of the Centre as at March 31, 1988, and the results of its operations and the changes in its financial position for the year then ended in accordance with the accounting principles disclosed in Note 2 to the financial statements applied on a basis consistent with that of the preceding year.

Regina, Saskatchewan,
June 10, 1988.

W. G. Lutz, F.C.A.,
Provincial Auditor.

Statement 1

Souris Valley Regional Care Centre
Balance Sheet
As At March 31

	1988	1987
Assets		
Current:		
Cash	$ 983,446	$ 972,141
Accounts receivable	131,118	135,296
Due from the Department of Health (Note 3)	477,443	342,834
Prepaid expenses	66,881	73,302
Inventories	490,312	505,074
Total current assets	2,149,200	2,028,647
Fixed assets (Note 4)	343,385	236,603
Total assets	$2,492,585	$2,265,250
Liabilities and Equity		
Current:		
Accounts payable	$ 389,903	$ 387,292
Accrued salaries	194,585	118,330
Accrued vacation	571,134	561,754
Deferred revenue	39,320	26,757
Total current liabilities	1,194,942	1,094,133
Long term loan (Note 7)	27,588	27,588
Working capital advance (Note 8)	150,000	150,000
Equity (Statement 3)	1,120,055	993,529
Total liabilities and equity	$2,492,585	$2,265,250
Trust		
Assets:		
Cash in bank	$ 93,757	$ 78,142
Inventory	8,541	6,630
Furniture	1,029	1,243
Total assets	$ 103,327	$ 86,015
Liabilities:		
Residents' trust	$ 29,560	$ 20,092
Residents' comfort trust (Note 9)	72,725	63,888
Grants and donations trust	1,042	2,035
Total liabilities	$ 103,327	$ 86,015

(See accompanying notes)

Statement 2

Souris Valley Regional Care Centre
Statement of Operations
Year Ended March 31

	1988	1987
Operating Revenue:		
Provincial operating grant	$10,264,497	$10,557,743
Resident fees	2,089,692	1,801,873
Rentals and recoveries:		
Weyburn Mental Health Centre	360,214	394,368
Saskatchewan Property Management Corporation and Department of Supply and Services	140,641	139,663
Staff dining room	104,149	109,015
Workers' Compensation Board	131,717	63,705
Laundry revenue	130,609	124,669
Other	20,324	51,914
Total revenue from operations	13,241,843	13,242,950
Operating Expenses (Schedule 1):		
Resident care	5,651,541	5,489,543
Dietary	1,454,791	1,463,384
Laundry	520,608	498,553
Administration	1,815,655	1,857,072
Linen	105,051	122,642
Housekeeping	824,990	828,211
Resident activity & recreation program	333,994	338,518
Plant operation	1,086,154	1,092,702
Plant maintenance	737,212	729,042
General medical	174,756	166,353
Other diagnostic & therapeutic	568,157	572,113
Total operating expenses	13,272,909	13,158,133
Operating surplus (deficit) (Note 5)	(31,066)	84,817
Other revenue:		
Investment income	100,800	82,303
Capital grant proceeds in excess of fixed asset additions	2,724	5,543
Parking revenue (Note 7)	1,839	1,839
Donations	14,753	-
	120,116	89,685
Other expenditures:		
Purchase of fixed assets	63,117	13,072
Non-capital expenses	6,189	4,109
	69,306	17,181
Surplus from other operations	50,810	72,504
Surplus for the year — to Statement 3	$ 19,744	$ 157,321

(See accompanying notes)

Statement 3

Souris Valley Regional Care Centre
Statement of Equity
Year Ended March 31

	1988		1987	
Equity in fixed assets:				
Balance, beginning of year	$236,603		$300,091	
Adjust for overstatement of depreciation 1986/87	55,288		-	
Adjusted balance, beginning of year		$ 291,891		$300,091
Fixed asset additions:				
— from capital grants	55,896		$67,445	
— from operations	63,117	119,013	13,072	80,517
Fixed asset disposals		(14,206)		(17,267)
Depreciation		(53,313)		(126,738)
Balance, end of year		343,385		236,603
Accumulated surplus (unappropriated):				
Balance, beginning of year		737,873		582,391
Surplus for the year (Statement 2)		19,744		157,321
		757,617		739,712
Less: appropriation for repayment of loan (Note 7)		1,839		1,839
Balance, end of year		755,778		737,873
Accumulated surplus (appropriated):				
Balance, beginning of year		19,053		17,214
Appropriation for repayment of loan		1,839		1,839
Balance, end of year		20,892		19,053
Total equity		$1,120,055		$993,529

(See accompanying notes)

Statement 4

Souris Valley Regional Care Centre
Statement of Changes in Financial Position
Year Ended March 31

	1988	1987
Cash provided by (used in):		
Operating Activities:		
Provincial operating grant received	$10,129,888	$10,748,866
Resident fees received	2,104,812	1,798,545
Other receipts	1,008,170	950,376
Salaries and benefits paid	(10,925,133)	(10,994,013)
Other disbursements	(2,246,039)	(2,351,187)
	71,698	152,587
Investment Activities:		
Provincial capital grant received	58,620	72,988
Purchases of fixed assets	(119,013)	(80,517)
	(60,393)	(7,529)
Net increase in cash during year	11,305	145,058
Cash balance, beginning of year	972,141	827,083
Cash balance, end of year	$ 983,446	$ 972,141

(See accompanying notes)

Souris Valley Regional Care Centre
Notes to Financial Statements
March 31, 1988

1. Establishment of Centre

Order-in-Council #909/81 issued pursuant to The Housing and Special-Care Homes Act designated Souris Valley Regional Care Centre as a special care home effective July 1, 1981. The former designation of Souris Valley Extended Care Hospital was cancelled concurrently by Order-in-Council #946/81 issued pursuant to The Public Health Act.

2. Significant Accounting Policies

a) Revenue

Provincial operating grant revenue is recorded on an accrual basis in accordance with the funding policy applicable to each fiscal year as determined by the Department of Health. Estimated surplus (deficient) funding is recorded as repayable (receivable) with provincial grant revenue adjusted by a corresponding amount in the current year. Adjustments to estimated surpluses or deficits, as determined in the annual settlement review by the Department, are accounted for in the year that they are determined as adjustments to provincial grant revenue, with corresponding amounts reflected as repayable (receivable) to (from) the Department of Health.

b) Equipment and Furnishings

Equipment transferred from the Department of Health is recorded at appraised value as at January 1, 1975. Equipment, leasehold improvements and furnishings purchased since January 1, 1975 are recorded at cost. Disposals of capital assets are removed from the accounts at their carrying value.

In accordance with normal fund accounting policies, a provision for depreciation does not appear in the statement of operations but is charged to unappropriated equity to reflect the decrease in value of the fixed assets. The fixed assets are depreciated on a straight line basis over the estimated useful life of the assets. The rate on equipment is 10 percent. Leasehold improvements are depreciated at 15 percent.

The acquisition of equipment and furnishings is financed either by Provincial capital grants or from surplus funds of the Centre. Grants received are reflected as increases in "equity in fixed assets" to the extent that they are used to purchase assets. The excess, if any, is recorded as other revenue. Purchases of equipment and furnishings financed from surplus funds are recorded as expenditures in the "Statement of Operations" and also are reflected as increases in "equity in fixed assets" in the "Statement of Equity".

c) Inventories

Inventories are valued at average cost in central stores and maintenance, and at cost in other areas.

d) Accrual Basis

The accrual basis of accounting is followed including the accrual of vacation pay on the basis of the amount earned monthly.

3. Due from the Province of Saskatchewan, Department of Health

	1988	1987
Accounts receivable — accrued vacation pay	$571,134	$561,753
Surplus funding repayable	(93,691)	(218,919)
	$477,443	$342,834

4. Fixed Assets

	1988			1987
	Original Cost	Accumulated Depreciation	Net Book Value	Net Book Value
Equipment	$1,583,511	$1,275,642	$307,869	$207,047
Leasehold improvements	202,449	168,949	33,500	20,762
Building service equipment	67,785	65,769	2,016	8,794
	$1,853,745	$1,510,360	$343,385	$236,603

5. Provincial Grant

Provincial operating grants are made to the Centre by the Department of Health in accordance with approved annual operating budgets. The Minister of Health approved a surplus retention policy effective on April 1, 1984 which applies to the 1984/85 and subsequent fiscal years. Under this policy, a special care home will be entitled to retain its operating surplus up to a level of 1% of its approved operating budget for the applicable year subject to the following:

(a) a home shall retain surpluses up to $10,000 regardless of the size of its operating budget; and

(b) the maximum amount of surplus to be retained by a home for any one year of operations shall be $100,000.

Operating deficits will be the direct financial responsibility of the home, according to a departmental publication. Prior to 1984/85, grants were made to ensure special care homes operated on a break-even basis and accordingly operating surpluses were repayable to and operating deficits were funded by the Department.

6. Lease Arrangement

The Centre was informed during the year by Saskatchewan Property Management Corporation that the lease agreement previously in place was terminated on March 31, 1987. Effective April 1, 1987, the Corporation has entered into a lease arrangement with the Department of Health for the Souris Valley Regional Care facility and the Centre will not be required to make rental payments under the arrangement.

7. Long Term Loan

This interest free loan was made by Saskatchewan Hospital Services Plan in 1976 to cover the cost of plug-ins for the parking lot, which must be repaid by 1991. Accordingly the Centre is appropriating yearly an amount of $1,839 for the purpose of restricting the expenditure of surplus funds until the loan comes due.

8. Working Capital Advance

This advance was made by Saskatchewan Hospital Services Plan to the Souris Valley Regional Care Centre. The advance is interest-free and re-payable at the discretion of the Continuing Care Division, Department of Health.

9. Residents' Comfort Trust

The Revenues and Expenditures of the Residents' Comfort Trust are as follows:

	Year Ended March 31, 1988
Revenue:	
Canteen sales	$63,508
Interest income	6,546
Other revenue	8,374
Total Revenue	78,428
Expenditure:	
Canteen supplies	59,120
Other expenses	10,427
Total Expenditures	69,547
Excess of revenue over expenditure	8,881
Trust liability, beginning of year	63,844
Trust liability, end of year	$72,725

Health Care Statistics

	1987-88	1986-87	1985-86
Admissions:			
New Admissions	52	47	56
Readmissions	13	8	11
Total Admissions	65	55	67
Separations:			
Discharges	21	19	22
Deaths	40	33	34
Total Separations	61	52	56
Patients on Register April 1st	297	298	297
Total Admissions	65	55	67
	362	353	364
Total Separations	61	52	56
	301	301	308
Patients Discharged to Active Treatment Hospitals	49	47	79
	252	254	229
Patients Readmitted from Active Treatment Hospitals	43	43	69
Patients on Register March 31st	295	297	298
Levels of Care at March 31st: 4A	147	143	149
4B	131	135	129
4C	17	19	20
Total	295	297	298
Waiting List at March 31st	2	10	23
Total Patient Days	108,323	108,771	108,949
Average Daily Census	295.97	298.02	298.49
Average Length of Stay	838	680	630
Total Days of Stay	51,098	35,341	35,293
Occupancy Rate	99%	99%	99%

Personnel Department:

The Personnel Department, with a few minor exceptions, remained rather uneventful this last year, maintaining a status quo position. The minor exceptions include the implementing of a payroll deducted RRSP program and the streamlining of various procedures and forms.

Our turnover rate of 7% remains stable with little problem in recruiting of replacements: specialized positions excluded.

In-Service Education accounted for a total of 835 staff attending various programs concentrating on fire procedures and emergency removal, sanitation and Quality Assurance.

Permanent positions are categorized as follows:

Department	**Positions**
Nursing	176.75
Buildings and Grounds	22
Therapies	21.5
Social Work	7
Power House	16
Laundry	19.4
Dietary	34.5
Housekeeping	34
C.S.R., Pharmacy, Laboratory	8.75
Administration, Personnel, Finance, Medical, Materials Management, Motor Services	24.9

Materiels Management Department:

During the past year, 3,083 purchase orders were processed with a value in excess of 1.75 million dollars. Our involvement in the S.H.A. Group Purchasing Program has increased, as well as our own tendering process resulting in savings in our purchasing of supplies.

The Centre is a firm supporter of the government's "Buy Saskatchewan" program. Through S.H.A. and ourselves we are continually seeking local suppliers.

The computer equipment and inventory system has been ordered and will be installed in the new year.

Nursing Department:

It has been a year of change for the Nursing Department in which challenges were successfully met and the attainment of excellence continued to be an integral theme.

Nursing accomplished its primary objective of implementation of N.I.S.S. (Nursing Information Systems Saskatchewan), a resident classification system and the development of a workload indices. The increased care needs of our residents and the number of nursing personnel required to meet these needs now can be shown through N.I.S.S. data. This was highly evident during our encounter with scabies when the nursing complement was severely taxed trying to meet the needs of the residents as well as treat and protect the nursing staff.

As with so many other long term care facilities throughout Canada and the United States, Nursing had to confront a highly contagious, difficult to eradicate phenomena within our existing resources. Through seven months of stringent isolation procedures, monitoring and treatment of residents and nursing personnel the scabies infestation was able to be confined to one area only and finally eliminated.

Despite the heavy workload and time restrictions, the Department continued to enhance its Quality Assurance Program with the development of Quality Assurance activities and audits that involved all nursing personnel in evaluating the outcomes of care, administration, education and research.

It was from some of these quality assurance activities that the need for a special environment for our cognitively impaired residents became imperative.

Although still in its formative stages, the Nursing Department, in conjunction with Therapies, Volunteers and Dietary service has established a 26 bed unit based on the premise that residents who are wandering, confused and/or display aggressive behaviour are best managed in a segregated environment. It is the intent that through special funding, this unit would be able to develop programming and nursing care that would maintain each resident's level of independence as well as uncover abilities these individuals may still retain. As the unit progresses, respite care, assessment and care planning would also be available to the community and region.

As Accreditation year approaches, it cannot only be said but shown that the standards and quality care within the Nursing Department are being assured.

Medical Department:

The Medical Department is staffed by two full-time physicians, namely, Dr. I. Paderanga-Abao and Dr. M. Juma. We are supported by nine family physicians, four psychiatrists, one radiologist, one eye, ear, nose and throat consultant, one podiatrist, six dentists and several consultants in Regina in various medical and surgical specialties.

Recently, a new unit, with 26 beds for the benefit of cognitively impaired residents, has been opened which will help us to better understand and care for Senile Dementia residents. This is a joint project involving nursing, medicine and various therapies departments.

We presented a paper on "Drugs in Geriatric Care" at the Canadian Association on Gerontology 16th Annual Meeting in October 1987 at Calgary.

We have set up a Quality Assurance Program in our Department and we are trying to improve its scope to make it more practical and interesting. The department is also preparing for the next Accreditation Survey in 1988.

Therapy Department:

Service statistics for the total department remained similar to those of 1986-87. In Occupational and Physical Therapy there was a noticeable decrease in weighted units and an increase in time units. Activity Therapy statistics increased in the areas of daily attendance and number of visits. More residents attended recreation activities over the previous year and 22 residents earned approximately $6,000 in 1987-88 at the Workshop. Day Services statistics were generally up for a total of 3,068 hours as compared to 2,843 hours in 1986-87. Significant advances were made in the Quality Assurance Program in all Therapy areas including Day Services.

Social Work Department:

During the fiscal year 1987-88, approximately 107 applications for admission were processed including Respite and Rural-Hospital applications. From these 107 applications, there were 65 admissions (59 long term and 6 respite which is an increase of 13 from last year).

Mrs. Marilyn Stevens, Director of Social Work, resigned the end of November and Mr. Roy Crebo commenced as the Director on February 1, 1988.

Personal Services:

Personal Services Workers bought 3,555 items for residents, for a total cost of $35,027.93. These workers took 28 residents downtown on personal trip outings.

The Hairdresser filled 988 appointments.

Volunteer Services:

Volunteers donated 7,165.5 hours to Souris Valley residents, 96 individuals giving 2,767.5 hours and 27 groups giving 4,398 hours.

In August 1987, an outbreak of scabies in the Centre resulted in a severe decline in volunteer involvement. This phenomenon continued until the situation cleared. During the scabies infestation a freeze was placed on all volunteer recruitment.

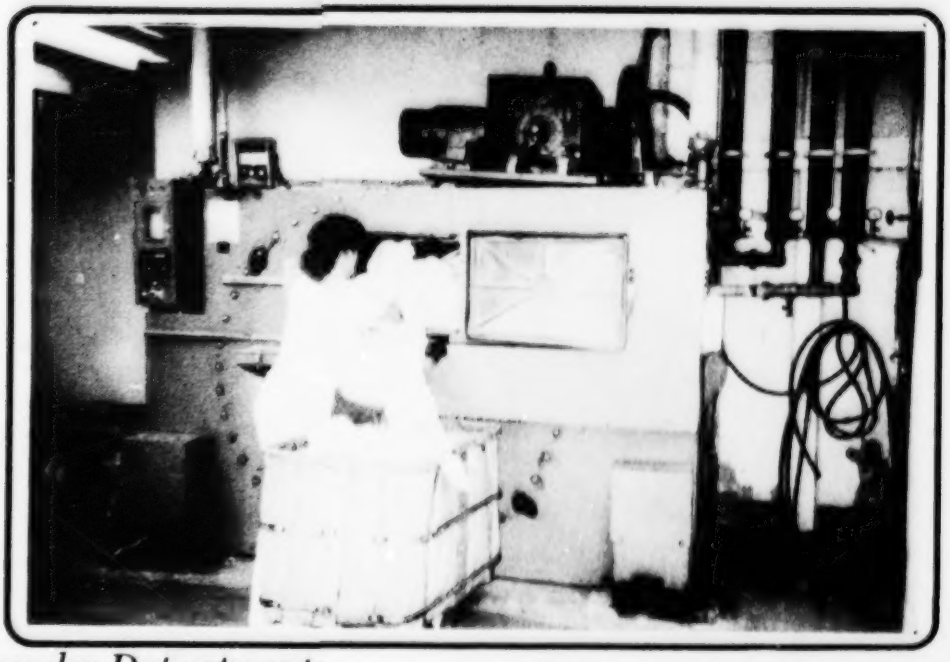
Chaplaincy Services and Pastoral Care Committee:

Chaplaincy services and Pastoral Care Committee continued to expand and improve the milieu for the spiritual life of residents.

Dietary Department:

During 1987-88, the Dietary Department provided a total of 324,969 meals to Souris Valley Regional Care Centre residents, 23,826 meals to Weyburn Mental Health Centre residents and 112 meals to clients attending Day Hospital.

The major change in our service for this year occurred with the closing of the dining room and provision of bulk food services to the Mental Health Centre, and subsequent implementation of our insulated tray service to these residents.



Laundry Department:

The Souris Valley Regional Care Centre laundry department supplies, collects, distributes and maintains all the linens for the Centre and other agencies. Other agencies which receive services are Weyburn Union Hospital, Weyburn Mental Health Centre, Souris Ambulance, Canadian Mental Health Camps and Saskatchewan Property Management Corporation.

The annual poundage for 1987 was 1,674,162 and during that same period, the department did experience some serious mechanical disruptions, but with the co-operation of all Centre staff and the agencies which we provide services to, we were able to maintain the standards of quality and quantity.

Housekeeping Department:

By the use of effective procedures, reputable products and 39.2 well-trained housekeeping personnel, this Department continues to provide cleaning and sanitation services to Souris Valley Regional Care Centre, Weyburn Mental Health Centre and Southeast Community College.

The Department is also responsible for furniture and equipment movement and waste disposal throughout the above areas.

Housekeeping staff have continued to attend seminars, educational courses and department meetings throughout the year.

Power Plant Department:

Within an approved budget and a staff complement of 15 personnel, the Power Plant provides 24 hour, 365 day a year service.

Durng 1987-88, the objective of providing heat, light, water and electrical energy was met. These services are provided to Souris Valley Regional Care Centre and all on site agencies, which include the Community College, Regional Library, Saskatchewan Power Training Centre and the Weyburn Mental Health Centre. No major power outages to the Centre occurred during 1987-88.

The Power Plant also acts as the centre for monitoring of the fire systems. Fire drills are held at random each month. Conducting of fire lectures and monitoring of maintenance to the alarm system are also provided from the Power Plant Department.

The Power Plant has been under extensive study for upgrading during the past year and changes may be made to ensure the uninterrupted continuation of services from this Department.

Therapeutic Park

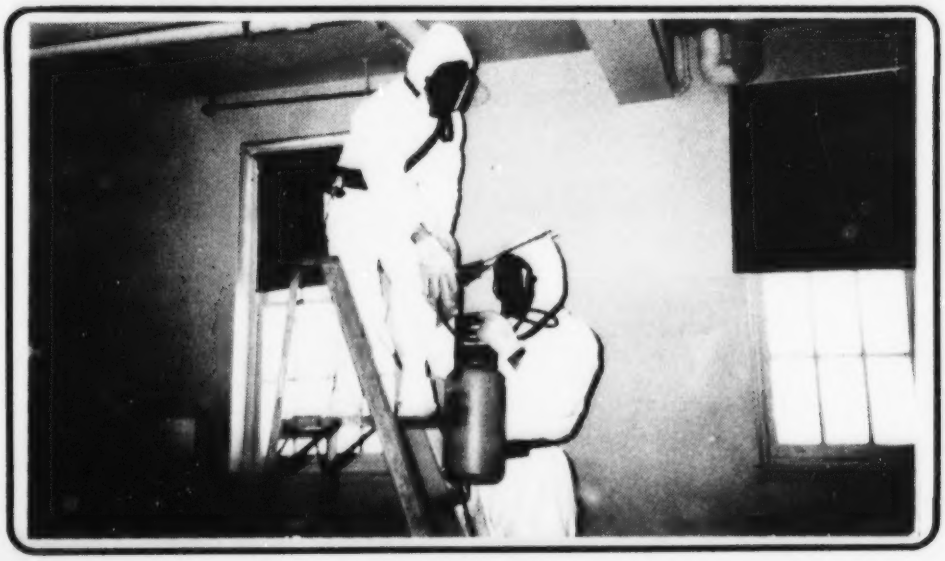
Buildings and Grounds Department:

During 1987, a complete fire alarm system verification was carried out by the Centre's electricians and an electric power and equipment technician from Vancouver. The fire alarm system proved to be in good condition.

To ensure that wandering residents do not leave the Centre unnoticed, an intrusion alarm system has been installed at all exits from each unit. Alarm panels situated at convenient locations warn the nursing staff should the exit doors be opened.

As a result of inspections conducted by the Electrical Inspection Branch of the Department of Labour and the Fire Commissioner's Office, extensive electrical upgrading will be performed in the northeast wing, and fire sprinkler coverage will be extended to include "E" Floor and the remainder of "A" Floor Centre Core.

The Maintenance Division of the Department of Buildings and Grounds completed 19 capital projects and installations and as time permitted, helped to develop the Therapeutic Park which is being constructed with private, corporate and service club donations. To-date, the park is considered to be 80 per cent complete and is already a source of much enjoyment for the residents of the Centre.



Repairing pipe insulation 1987

Continuous Service Awards

Presenting the long term service awards were Board Member, Mr. Oliver Storlie and Executive Director, Mr. Peter Boyle.

Ten Years

BACK ROW: Lone deVries, W. James Legin, Roberto Roman.
FRONT ROW: Mary Konotopetz, Darcy Boyce, Ingri Roman, Audrey Parr.
MISSING: Pamela Fellner.

Fifteen Years

Eleanor Sandeski, Judith Ruckaber, M. Dianne Sander, Christine Unrau.
MISSING: Jeannette Callan, Arthur Castle, Diana Johnson, Monika Phillips, Gordon Tymko.

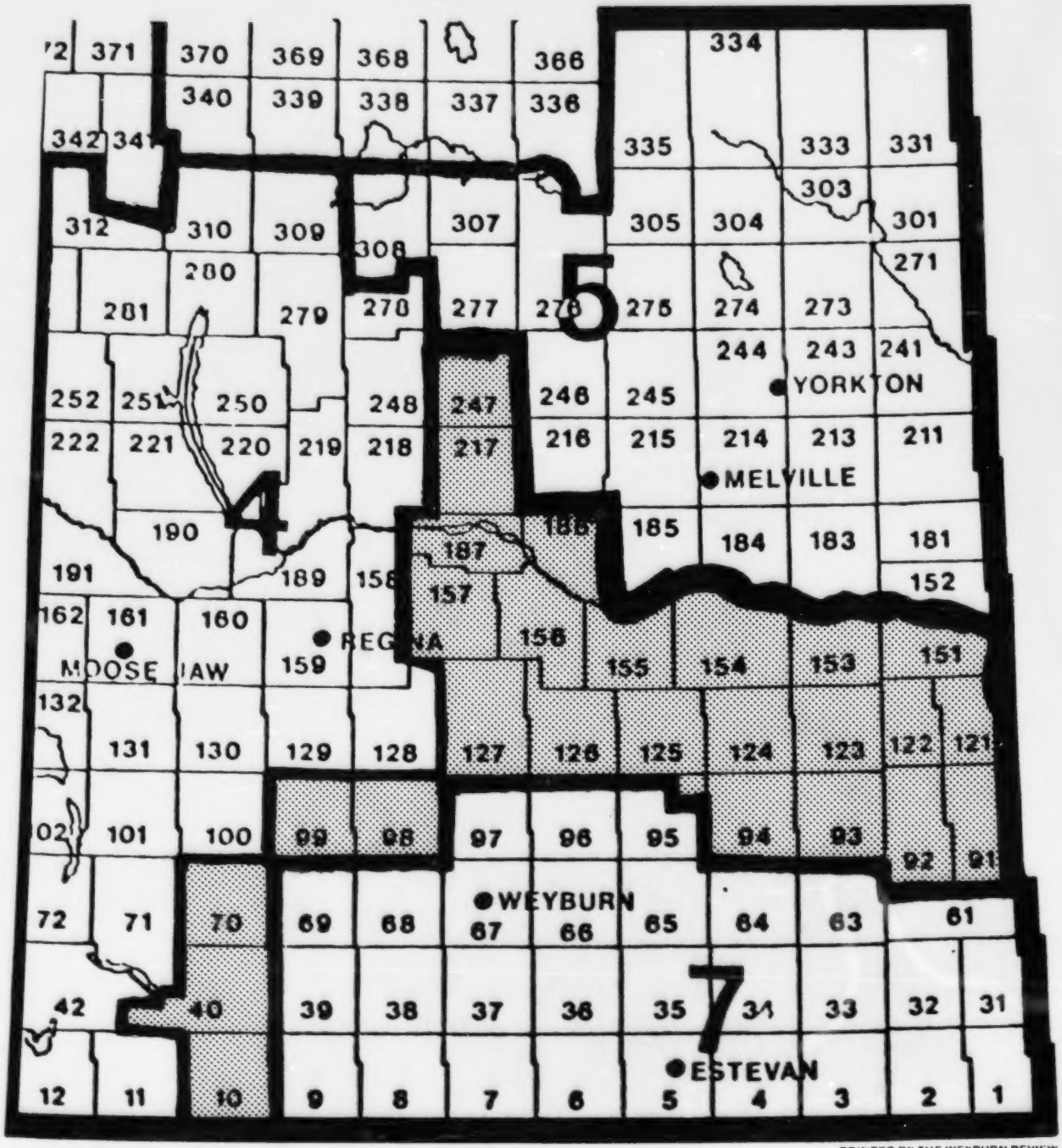
Twenty Years

Nora Dube

Twenty-Five Years
Nicole Court

Thirty-Five Years
Joseph Robillard. MISSING: Delmar Bavle.

Extended Care Hospital Service Areas



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